



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of San Pablo
OFFICE OF THE SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN MEMBERS OF SAN PABLO, ZAMBOANGA DEL SUR, HELD AT THE MULTI-PURPOSE BUILDING, ON AUGUST 4, 2025.

Municipal Ordinance No. 04-12

"AN ORDINANCE ABOLISHING THE POSITION OF EXECUTIVE ASSISTANT IV (SALARY GRADE 22) AND CREATING THE POSITION OF MUNICIPAL ADMINISTRATOR I (SALARY GRADE 24) UNDER THE OFFICE OF THE MUNICIPAL MAYOR, SAN PABLO, ZAMBOANGA DEL SUR, AND FOR OTHER PUPOSES."

WHEREAS, pursuant to Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the local chief executive is empowered to initiate organizational changes in the staffing pattern of the local government unit to improve service delivery and administrative efficiency, subject to civil service laws, rules, and regulations;

WHEREAS, the position of Executive Assistant IV (SG-22) under the Office of the Municipal Mayor has been assessed as no longer responsive to the current organizational and operational needs of the Municipality;

WHEREAS, the establishment of the position of Municipal Administrator I (SG-24) is deemed necessary to support the efficient and effective implementation of the policies, programs, and activities of the municipal government, especially in assisting the Municipal Mayor in the general supervision and coordination of local governance;

WHEREAS, the abolition and creation of said positions shall be in accordance with the guidelines of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), and subject to their approval;

NOW, THEREFORE, on motion of Hon. Andres M. Villanueva, III, duly seconded severally, be it:

ORDAINED, by the Sangguniang Bayan of San Pablo, Zamboanga del Sur, in session assembled, that:

SECTION 1. Abolition of Position

The position of Executive Assistant IV (Salary Grade 22) under the Office of the Municipal Mayor is hereby abolished effective upon approval of this ordinance and the issuance of the corresponding authority by the Department of Budget and Management.

SECTION 2. Creation of Position

There is hereby created under the Office of the Municipal Mayor the position of Municipal Administrator I (Salary Grade 24) with the following qualification standards and functions, in accordance with the Civil Service Commission and DBM guidelines.

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SECTION 3. Qualifications (per Section 480 of RA 7160)

- Of good moral character
- Holder of a college degree, preferably in public administration, law, or related field, from a recognized college or university
- Must be of First Grade Civil Service Eligible or its equivalent
- Have at least three (3) years of management and administration experience specific to municipal-level work
- The term of office is coterminous with that of the appointing Local Chief Executive, meaning it ends with the term of that appointing authority.

SECTION 4. Functions & Duties (per Section 480 of RA7160)

1. **Develop and implement** plans and strategies-after mayoral approval - related to management and administration, particularly for programs/projects under the Mayor's (and Sanggunian's) authority.
2. **Coordinate** with all municipal officials: convene Department Chiefs to align work under the Mayor's supervision.
3. **Establish and maintain** a sound personnel program-promoting career development and the merit system in Local Government Service.
4. **Lead organizational development**, instituting administrative reforms for efficiency and improvement.
5. Be in the **frontline of providing administrative support services**, especially during or after disasters (natural or man-made).
6. Advise the Sanggunian and Mayor, offering recommendations on management and administrative matters as they arise.
7. Carry out **other duties as may be provided by law or ordinance**.

SECTION 5. Funding Source

The funding for the salary and other benefits of the Municipal Administrator I shall be charged against the available funds of the Municipality and/or through realignment of existing appropriations, subject to usual accounting and auditing rules and regulations.

SECTION 6. Effectivity


This Ordinance shall take effect upon approval and compliance with all applicable legal requirements, including posting and publication, and approval of the revised staffing pattern by the Department of Budget and Management.

ENACTED this 4TH day of August, 2025, during the 5TH Regular Session of the Honorable Sangguniang Bayan Members of San Pablo, Zamboanga del Sur.

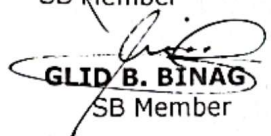
"UNANIMOUSLY APPROVED."





Verified:


DENNIS P. CORDERO
Floor Leader


DANILO A. TAUCAN
SB Member


GLID B. BINAG
SB Member


ANDRES M. VILLANUEVA, III
SB Member


AMER A. YAP
SB Member


JUSTINE RHYSE G. YAP
SKF President/SB Member

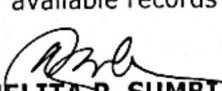
Attested:


ATTY. FLAVIO R. CORDERO, JR.
Vice Mayor/ Presiding Officer

Approved:


DIVINE NELEH A. TAUCAN-ANGHAD
Municipal Mayor

I HEREBY CERTIFY that the foregoing is accurate and a true excerpt of the Minutes of the Session specified above per available records of this office.


NELITA P. SUMBI
Sanggunian Secretary

